

1821 REVENUE PROCESSOR II

NATURE OF WORK

This position is responsible for supervisory work in the enforcement of the Parking Department's coin room daily procedures and operations. The incumbent is responsible for ensuring that all the revenue collected on a daily basis from meters in the City of Miami Beach is counted, packaged, and sent to the bank in a secure manner. Work also involves preparing accounting reports/spreadsheets to report revenue collected to the Finance Department.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Prepares schedules and assigns collection zones on a daily basis.
- Organizes paperwork given to meter collectors for the next day.
- Ensures that future schedule is current with changing area and meter totals and confirms key locks combinations.
- Assists supervisors in creating future schedule.
- Trains, supervises, and evaluates other employees, such as guards and revenue processors.
- Researches and orders equipment and supplies for the coin room.
- Supervises coin room operations and verifies procedures and policies are followed.
- Ensures that money canisters for the following day are prepared correctly and that all security measures are in place.
- Verifies weekly time card for other employees, such as revenue processor.
- Ensures maintenance of coin room equipment and performs other administrative/accounting tasks.
- Ensures security and accountability for all canisters, money, and other equipment in the coin room at all times.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of business arithmetic and English.
- Ability to work with computer programs such as but not limited to Excel and Word.
- Ability to keep complex records and prepare reports.
- Ability to understand and carry out detailed oral and written instructions.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to learn detailed routes and procedures.

MINIMUM REQUIREMENTS

- Two (2) years full-time verifiable experience in a money handling capacity.
- Valid Driver's License, obtain a Florida Driver's License prior to being hired, and maintain throughout employment without any restrictions affecting job performance
- Ability and willingness to carry up to at least 200 lbs canisters for a period of at least 3 hours daily

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical

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capacity to effectively use and operate various items of office related equipment, such as but not limited to, a computer, calculator, copier, jet sorter and fax machine. Extensive standing, walking, moving, reaching, handling, carrying, kneeling, pushing, pulling and bending; no significant crawling, climbing, sitting. MUST HAVE THE ABILITY AND WILLINGNESS TO CARRY UP TO AND INCLUDING 200 LBS OF CANISTERS FOR A PERIOD OF 2-3 HOURS DAILY.

SUPERVISION RECEIVED

Assignments and work methods are prescribed in detail and work is supervised under close supervision.

SUPERVISION EXERCISED

Directly prepares assignments for a guard and a Revenue Processor.

NEW CLASS

DEV: 12/02